

## Overview

The Division of Human Resources is responsible for providing a program of personnel administration that provides equal opportunity for our employees and the public. This program includes activities such as advertisement of open jobs with the County, recruitment of prospective employees, processing of applications, testing of job applicants, administering pre-employment drug testing, issuing identification badges to new employees, preparing job descriptions, ensuring proper classification of positions within the organization, developing policies, training employees, processing employee evaluations, investigating employee grievances, fostering diversity within the organization, maintaining retirement system records, and interviewing employees who have left the County's service. In addition, the program administers the Tuition Reimbursement Program. This program reimburses county employees for costs associated with attending college or technical classes that are related to their assigned duties. The Division is also one of the first contact points for nearly 11,000 members of the public who apply for positions with Sedgwick County each year. The staff maintains 45 hours per week of walk-in access for human resource services, as well as 24-hour per day services through the division's job-line and internet access. The Division employs 13 full-time equivalent (FTE) positions. The Division's 2002 budget includes a 3% general salary increase for all County employees.

## Budget Summary

Category	2000 Actual	2001 Budget	2002 Adopted	% Change 01-02
Personnel & Benefits	606,260	722,069	708,705	-1.9%
Contractual Services	190,329	221,771	279,884	26.2%
Commodities	20,735	18,421	20,907	13.5%
Capital Improvements	-	-	-	
Capital Outlay	29,361	-	6,500	
Interfund Transfers	13,500	-	-	
Total	860,185	962,261	1,015,996	5.6%
Grant Revenue	-	-	-	
Fee Revenue	-	-	-	
General County Revenue	860,185	962,261	1,015,996	5.6%

## 2002 Performance Measurement Summary

Performance Measure	2000 Actual	2001 Estimated	2002 Projected
Number of listening/feedback tours conducted	6	8	10
Number of defined customer expectations	6	6	6
Number of ERP reports on performance indicators	N/A	3	5
Number of follow-up classes on ERP modules	N/A	N/A	12
Number of pilot projects	5	5	5
Number of employees trained as organizational development consultants	15	20	24
Number of strategies for providing position mobility	N/A	N/A	4
Number of strategies for addressing diversity and underutilization	N/A	2	5

**Doug Russell, Division Director**  
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Common Mission:

***To build a talented, diversified workforce and develop organizational and individual excellence.***

Goals:

- ☞ Aggressively seek our stakeholders' perspectives and successfully meet their needs.
- ☞ Improve efficiencies of Human Resource systems and processes.
- ☞ Establish, maintain, and nurture HR partnerships to ensure effective and efficient delivery of HR services.
- ☞ Assist Sedgwick County government in providing quality public services by effectively guiding organizational development to improve organizational health.
- ☞ Provide quality service by creating a more agile and flexible organizational structure.

**Sedgwick County Board of Commissioners**  
**2002 Priorities:**

- ☞ Youth Services
- ☞ Process Improvement & Collaboration
- ☞ Demographics
- ☞ Economic Development
- ☞ Quality of Life

### Human Resources Staffing Detail

Code	Classification	Range	2001 FTE	2002 FTE	2002 Budget
KKI	Human Resource Director	31	1.00	1.00	83,605
KEB	Chief Deputy Appraiser	28	1.00	1.00	68,806
KKB	Assistant Human Resource Director	27	1.00	1.00	62,293
KKC	Diversity/Employee Relations Officer	25	1.00	1.00	54,713
KKF	HR Specialist-Employment	23	1.00	1.00	50,973
KKE	HR Specialist-Compensation & Class.	22	1.00	1.00	43,435
KKJ	Sr. HR Project Assistant	22	1.00	1.00	36,611
KKH	HR Project Assistant	21	1.00	1.00	34,143
KBI	Administrative Assistant	18	2.00	2.00	63,173
KDF	HR Assistant-Employment	17	1.00	1.00	35,036
KDI	HR Assistant-Payroll Records	17	2.00	2.00	64,050
Direct Employee Totals			13.00	13.00	596,838
Longevity					5,325
Overtime					1,500
Part-time/Temporary					4,125
Benefits					131,025
Budgeted Savings					(30,108)
Total County-Funded Personnel Cost					708,705
Non-County Funded Personnel Cost					-

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